

EXTERNAL - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Centralized Services

Bureau: Fiscal Support

Date Posted: 01/18/2008

Job Category: Management

**Position
Number:** 66266020

Position Title: BUREAU CHIEF, FISCAL SUPPORT

Location: HELENA

Job Status: Full Time Permanent

Salary: \$51,689.00 to \$64,611.00

Salary Unit: Year

Additional Salary Info: Applicants' qualification will be assessed based on minimum qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

Shift: Daytime

Band: 7

Closing Date: 02/08/2008

**Supplement
Required:** Yes

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

Duties:

This position manages the Budget and Accounting functions for the Department of Labor and Industry. Develops, maintains, monitors, and oversees the Department's budgets. Utilizes a knowledge of the concepts and theories applicable to administrative and professional accounting and budgeting as well as federal program funding; responsible for the department's financial systems and ensures that such systems satisfy department management, legislative audit, and federal audit needs. Is responsible for personnel management within the bureau; sets and monitors goals and objectives consistent with the Division goals and objectives; organizes and assigns projects to bureau personnel, sets work priorities and deadlines; conducts performance appraisals of staff; takes disciplinary action when appropriate; develops and applies selection criteria for hiring staff; and makes hiring decisions consistent with department policy. Serves as Acting Administrator as assigned. Formulates the bureau's budget request. Establishes and monitors the operational plan for the bureau; allocates funds, equipment and personnel to ensure maximum effectiveness in achieving the division's objectives. Participates in automation efforts within the division that directly affect the bureau. Keeps Administrator apprised of problems, changes, needs and progress of the bureau. Is responsible for security of state and federal records handled by staff of the bureau. Serves as a member of the management team. Participates in and conducts bureau/division/department meetings to inform others of fiscal policy changes and reporting requirements.

Competencies:

The successful incumbent should have knowledge of the principles and techniques of budgeting, accounting and fiscal management; and principles and practices of personnel management. Must have the ability to establish workable solutions to extremely complex problems; utilize a personal computer for analysis of financial data; comprehend, interpret, and apply a variety of complex laws and regulations in a consistent manner; provide leadership, supervise, and direct work through subordinate employees by establishing and communicating clear plans, goals, and methods of performance; communicate clearly and concisely both orally and in writing; motivate, confront, and evaluate subordinate staff; achieve compromise in confrontational settings; and establish and maintain effective working relationships with a wide variety of individuals.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

Requires a combination of relative education and experience equivalent of six years. Qualifying education and experience is a Bachelor degree in Accounting, Business Administration, or closely related field, and two years of progressively responsible directly related experience in accounting and fiscal management. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts upon interview or prior to hire for pay setting

purposes.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications materials required are:

1. Signed and completed State of Montana Employment Applications (PD 25).
2. Applicants claiming the Veterans' or Person's with Disability Employment Preferences (PD-25A) must provide a copy verification of eligibility with the application materials.
3. Completed Application Supplement.
4. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts upon interview or prior to hire for pay setting purposes.

* Application materials can be obtained from any Job Service office or downloaded from <http://mt.gov>. Applications must be received by 5:00 p.m. on closing date.

Applications will be rejected for late, incomplete or unsigned application materials.

Typed signatures will be considered.

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page.

1. Please describe your philosophy in managing people, projects and budgets. Explain how you have applied your philosophy in your work experience. Include examples of successes and failures/disappointments, and what you have learned from each.